

SPB TRAINING CALENDAR

JANUARY- JUNE 2009

DATE(S)	COURSE TITLE	TIME	COST	CSM*/ CPM** Elective Credit	ASCP Elective Credit
JANUARY					
6	Certified Public Manager Orientation	10:00-12:00	No Cost	--	--
6-9	HRCP Level V	8:30-4:30	\$300	--	--
12-16	CPM Level 2	8:30-4:30	\$300		--
13	Stress Management (Jackson)	8:30-11:30	\$60	*3	♦♦3
13	Rights & Responsibilities (Jackson)	1:00-4:00	\$60	*3	♦♦3
14	How to Manage Multiple Priorities (Jackson)	8:30-4:30	\$80	*6	♦♦6
15	Advanced Cultural Diversity (Jackson)	8:30-4:30	\$80	*6	♦♦6
20-23	HRCP Level 1	8:30-4:30	\$300	--	--
20	Motivation/ Burnout (Jackson)	8:30-11:30	\$60	*3	♦♦♦3
20	Dealing with Difficult Customers (Jackson)	1:00- 4:00	\$60	*3	♦♦♦3
21	Public Records Management (Jackson)	8:30-11:30	\$60	*3	♦♦♦3
21	Positive Work Environment (Jackson)	1:00-4:00	\$60	*3	♦♦♦3
22	Advanced Writing for the Certified Public Manager	8:30-4:30	\$190+	**6	--
23	Grown-up Grammar	8:30-4:30	\$80	**6	--
26	Rights & Responsibilities (Batesville)	8:30-11:30	\$60	*3	♦♦3
26	Stress Management (Batesville)	1:00-4:00	\$60	*3	♦♦3
26-30	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
26-28	Professional Development Cluster I		\$240	**18	
26	✓ Applying Myers-Briggs	8:30-4:30	\$80	**6	--
27	✓ Fundamentals of Team Development	8:30-4:30	\$80	**6	--
28	✓ Facilitation Skills: Make the Most of Team Meetings and Work Groups	8:30-4:30	\$80	**6	--
27	How to Manage Multiple Priorities (Batesville)	8:30-4:30	\$80	*6	♦♦6
28	Advanced Cultural Diversity (Batesville)	8:30-4:30	\$80	*6	♦♦6
FEBRUARY					
2-6	CPM Level 4	8:30-4:30	\$300		--
2-4	ASCP Level 1 (Jackson)	8:30-4:30	\$300	--	
3	Stress Management (Hattiesburg)	8:30-11:30	\$60	*3	♦♦3
3	Rights & Responsibilities (Hattiesburg)	1:00-4:00	\$60	*3	♦♦3
4	Advanced Cultural Diversity (Hattiesburg)	8:30-4:30	\$80	*6	♦♦6
5	How to Manage Multiple Priorities (Hattiesburg)	8:30-4:30	\$80	*6	♦♦6
9	Time Well Spent (Jackson)	8:30-4:30	\$80	*6	♦♦6
9-13	CPM Level 3	8:30-4:30	\$300		--
13	Certified Public Manager Orientation	1:00-3:00	No Cost	--	--
10-12	ASCP Level 3 (Jackson)	8:30-4:30	\$300	--	
11-12	SPB Services Overview Course	8:30-4:30	No Cost	--	--
18-19	Professional Development Cluster II		\$160	**12	--
18	✓ Workplace Violence Prevention	8:30-4:30	\$80	**6	--
19	✓ How to Conduct a Workplace Investigation	8:30-4:30	\$80	**6	--
18	Writing Advantage (Jackson)	8:30-4:30	\$190+	--	♦6
19	Overview of Government Processes (Jackson)	8:30-11:30	\$60	*3	♦3

DATE(S)	COURSE TITLE	TIME	COST	CSM*/ CPM** Elective Credit	ASCP Elective Credit
19	Cultural Diversity (Jackson)	1:00-4:00	\$60	*3	♦3
23-25	ASCP Level 2 (Newton)	8:30-4:30	\$300	--	
23-27	CPM Level 1	8:30-4:30	\$300		--
23-27	Basic Supervisory Course	8:30- 4:30	\$300	*30	♦3
MARCH					
2-6	CPM Level 1	8:30-4:30	\$300		--
2-6	ASCP Level 2 (Jackson)	8:30-4:30	\$300	--	
9-13	CPM Level 5	8:30-4:30	\$300		--
16-20	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
17-18	Performance Management (2-day course)	8:30-4:30	\$150	**12	--
23-25	ASCP Level 3 (Jackson)	8:30-4:30	\$300	--	
23-27	CPM Level 2	8:30-4:30	\$300		--
26	Advanced Writing for the Certified Public Manager	8:30-4:30	\$190+	**6	--
27	Grown-up Grammar	8:30-4:30	\$80	**6	--
27	Certified Public Manager Orientation	1:00-3:00	No Cost	--	--
31-April 2	Professional Development Cluster III		\$240	**18	
31	✓ The Legal Rights & Responsibilities of Public Managers	8:30-4:30	\$80	**6	--
1		8:30-4:30	\$80	**6	--
2	✓ Managerial Courage: When to Speak, When to Shut Up	8:30-4:30	\$80	**6	--
	✓ Leadership Strategies for the Public Sector				
31-April 3	HRCP Level II	8:30-4:30	\$300	--	--
APRIL					
6-10	CPM Level 3	8:30-4:30	\$300		--
6	Stress Management (Jackson)	8:30-11:30	\$60	*3	♦♦3
6	Rights & Responsibilities (Jackson)	1:00-4:30	\$60	*3	♦♦3
7	How to Manage Multiple Priorities (Jackson)	8:30-4:30	\$80	*6	♦♦6
8	Advanced Cultural Diversity (Jackson)	8:30-4:30	\$80	*6	♦♦6
10	Certified Public Manager Orientation	1:00-3:00	No Cost	--	--
13-17	CPM Level 2	8:30-4:30	\$300		--
13-17	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
20-24	CPM Level 1	8:30-4:30	\$300		--
20	Advanced Writing for the Certified Public Manager	8:30-4:30	\$190+	**6	--
20	Stress Management (Newton)	8:30-11:30	\$60	*3	♦♦3
20	Rights & Responsibilities (Newton)	1:00-4:00	\$60	*3	♦♦3
21	Grown-up Grammar	8:30-4:30	\$80	**6	--
21	How to Manage Multiple Priorities (Newton)	8:30-4:30	\$80	*6	♦♦6
22	Advanced Cultural Diversity (Newton)	8:30-4:30	\$80	*6	♦♦6
22-24	ASCP Level 1 (Jackson)	8:30-4:30	\$300	--	
30	Time Well Spent (Hattiesburg)	8:30-4:30	\$80	*6	♦♦6

DATE(S)	COURSE TITLE	TIME	COST	CSM*/ CPM** Elective Credit	ASCP Elective Credit
MAY					
1	Deadline to Submit CPM Projects for June Graduation	4:30	--	--	--
4-8	CPM Level 3	8:30-4:30	\$300		--
4-5	SPB HR Professional Course	8:30-4:30	No Cost	--	--
6-8	Professional Development Cluster IV		\$240	**18	
6	✓ Crazy Busy	8:30-4:30	\$80	**6	--
7	✓ Media Relations	8:30-4:30	\$80	**6	--
8	✓ Decisions, Decisions	8:30-4:30	\$80	**6	--
11-15	CPM Level 4	8:30-4:30	\$300		--
13	Motivation /Burnout (Jackson)	8:30-11:30	\$60	*3	◆◆◆3
13	Dealing with Difficult Customers (Jackson)	1:00- 4:00	\$60	*3	◆◆◆3
14	Public Records Management (Jackson)	8:30-11:30	\$60	*3	◆◆◆3
14	Positive Work Environment (Jackson)	1:00-4:00	\$60	*3	◆◆◆3
18-22	CPM Level 6	8:30-4:30	\$300		--
18-22	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
27-28	Performance Management (2-day course)	8:30-4:30	\$150	**12	--
JUNE					
1-5	CPM Level 2	8:30-4:30	\$300		--
4-5	CPM Executive Seminar (only for participants completing CPM level 6)	8:30-4:30	No Cost	**14	
5	ASCP Recognition Ceremony	10:00-11:00			
8-12	CPM Level 3	8:30-4:30	\$300		--
10	Time Well Spent (Newton)	8:30-4:30	\$80	*6	◆◆6
15-19	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
17	Writing Advantage (Jackson)	8:30-4:30	\$190+	--	◆6
18	Overview of Government Processes (Jackson)	8:30-11:30	\$60	*3	◆3
18	Cultural Diversity (Jackson)	1:00-4:00	\$60	*3	◆3
19	CPM Graduation	10:00-11:00	--	--	--
22-26	CPM Level 5	8:30-4:30	\$300		--
22-26	CPM Level 1	8:30-4:30	\$300		--

◆◆ASCP Level II Elective **CPM Program Elective Credit (Level IV-VI)

◆◆◆ASCP Level III Elective +Cost includes book or instrument

For further information, please contact:

Julia Summers, **ASCP** Coordinator, (601) 359-2799, Julia.Summers@mspb.ms.gov

Dianne Macon, **BSC** Coordinator, (601) 359-2723, Dianne.Macon@mspb.ms.gov

Jennifer Sledge, **CPM** Director, (601) 359-4115, Jennifer.Sledge@mspb.ms.gov

Cheryl Cain, **HRCP** Coordinator, (601) 359-2744, Cheryl.Cain@mspb.ms.gov

Thank you!